

## Consulting\_Clinic\_Appendix C

Dr Rizk

### Information Systems Request Form Submitted to the Systems Committee of the Computer Science IT/ Executive Service Corps Houston

#### AGENCY INFORMATION

<b>Agency Name:</b>	<b>Semester:</b> <input type="checkbox"/> Spring <input type="checkbox"/> Fall
<b>Executive Director:</b>	<b>Agency Contact (if not Exec Dir):</b>
<b>Executive Director Phone #:</b>	<b>Agency Contact Phone (if not Exec Dir):</b>
<b>Agency Address:</b>	<b>Agency Contact E-mail (if not Exec Dir):</b>
<b>Number of Employees at Agency?</b>	<b>Is Agency recognized as 501 (c) (3)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>What is Mission Statement of Agency?</b>	

**PROJECT REQUEST INFORMATION**

**Project Description:**

**Project Justification:** (Why the Agency feels this project should be selected over another)

***Client Systems Requests*** After meeting with their clients, student teams may develop new systems requests for their client. Appendix C is the format for a system request. For each additional systems request submitted by the student team three things must happen before extra credit is awarded. First, the executive director must approve the request. Second, the ESCH mentor must approve the request. Third, Dr. Rizk must approve the request. If all the approvals are made the student team submitting the request receives 1 extra credit points on their final grade average at the end of the semester, for each approved systems request. Limit of one systems request